

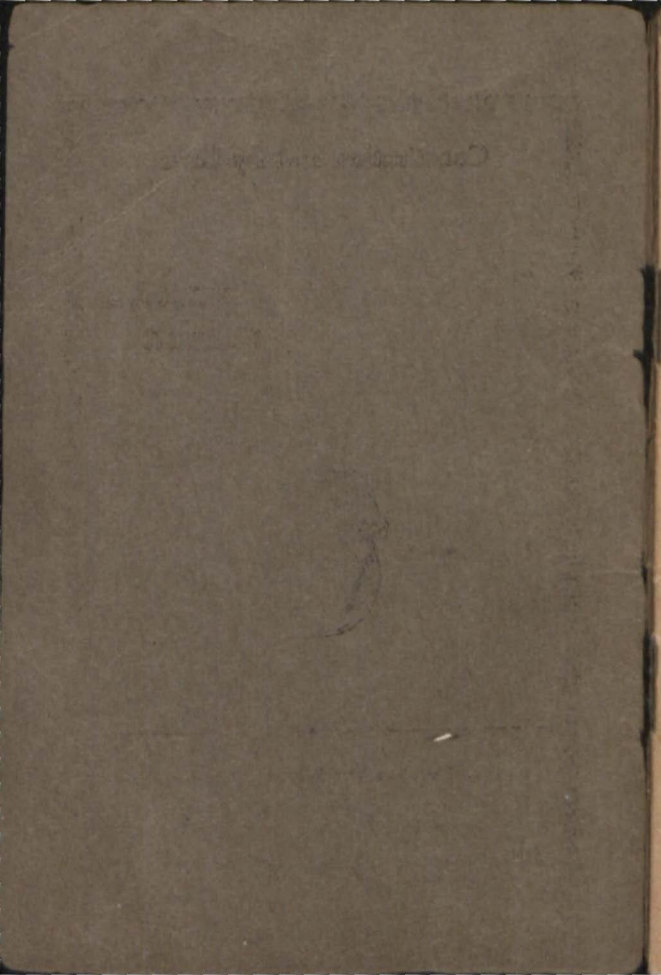
Constitution and By-Laws
of the
International
Brotherhood of Teamsters
Chauffeurs, Stablemen
and Helpers
of America



Affiliated with the American Federation of Labor

Adopted at the Convention held in Seattle, Wash.,
September 14th to 19th, inclusive, 1923

In full force and effect on and after December 1, 1925



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PREAMBLE

As almost every improvement in the condition of the working people was accomplished by the efforts of organized labor, and as the welfare of the members of a craft can best be protected and advanced by their united action in one great labor organization, we have organized the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers, under the American Federation of Labor, and adopt the following constitution:

CONSTITUTION
OF THE
International Brotherhood of Team-
sters, Chauffeurs, Stablemen
and Helpers

NAME

Section 1. This organization shall be known as the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers and shall consist of an unlimited number of Local Unions chartered by the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers.

OBJECTS

Sec. 2. To organize under one banner all workmen engaged in the craft, and to educate them to co-operate in every movement which tends to benefit the organization; to impress upon the teamsters, chauffeurs and the public that a profitable teamster, chauffeur or stableman must be honest, sober, intelligent and naturally adapted to the business; to teach them to take advantage of their industrial position and to build up and perfect an impregnable labor organization; to improve the industry by increasing the efficiency of the service and creating a feeling of confidence and good will between employer and employe which will prevent a recurrence of the unnecessary

conflicts which have arisen in the past and to co-operate and deal fairly and honestly with all employers who are willing to investigate and adjust difficulties which may arise, and to secure for the teamsters, chauffeurs, stablemen and helpers reasonable hours, fair wages and proper working conditions.

JURISDICTION

Sec. 3. This organization has jurisdiction over all teamsters and helpers, chauffeurs and helpers, stablemen and all who are employed on horses, harness, carriages or automobiles, in and around stables or garages, other than mechanics.

Sec. 4. No person shall be entitled to membership in this organization who owns or operates more than one team or vehicle. The General Executive Board, when they deem it advisable or for the best interest of our International Union and upon the recommendation of the Local Union, may allow a man to own more than one team or vehicle and hold membership, provided that he hires or employs none but members of our International Union and that he drives a vehicle himself and pays the driver the prevailing rate of wages in the locality.

Any man owning and operating but one team or automobile is entitled to membership in our organization. This will also permit the owner of one team or automobile to hire a helper in case he is sick or disabled or working for his Local Union or for the International

Union. He may get a substitute to work for him but the substitute must be a member of the International organization.

Any member of the International organization going to work at another craft must be given an honorable withdrawal card, and cannot remain a member of the International organization.

Any Local Union of the International Brotherhood of Teamsters, Chauffeurs and Stablemen, who by their charters have been granted jurisdiction over teamsters of any craft, shall also have jurisdiction over all chauffeurs working at the same craft.

Any member who has worked at the craft under the jurisdiction of the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers less than one year shall not be eligible to hold an elective office. This provision does not apply to newly organized Local Unions of the International Brotherhood.

CONVENTIONS AND REPRESENTATION

Sec. 5. The conventions of the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers shall be held quinquennially on the second Monday in September, at such place as may have been designated by the last preceding convention, and no city shall be entitled to two consecutive conventions, nor shall a convention be held in any city or town where there is no Local Union of the International Brotherhood. The International Secretary-Treasurer shall issue a call for the convention

not less than two (2) months prior to the date of meeting.

Sec. 6. Each Local Union having two hundred (200) members or less shall be entitled to one representative, and one delegate for each additional two hundred (200) members or majority fraction thereof, but in no case shall a delegate have more than one vote. No proxy vote will be allowed.

Sec. 7. No Local Union shall be entitled to representation in the convention that has not been chartered, affiliated and in good standing for ninety days prior to the opening of the convention, and each Local Union to be entitled to said representation must have paid into the International treasury three consecutive months' per capita tax. No member shall be elected as delegate if in arrears to his Local Union.

This section applies also to Local Unions now affiliated with independent organizations.

Sec. 8. Each Local Union shall pay the expenses of its delegates to the quinquennial convention.

All moneys due the International Brotherhood, whether by per capita tax or otherwise, must be received at least three days prior to the opening of the convention.

ELECTION OF DELEGATES

Sec. 9. All delegates to the International convention shall be elected at the first regular meeting in July preceding the convention, or as soon thereafter as possible. The Local Union

shall at the time of electing delegates elect also an alternate, to serve in case of disability of the regularly elected delegate. Each delegate or alternate must be an active member working at the craft. This, however, must not be construed so as to bar the election of salaried officers of Local Unions or officers of the International Union. All International Officers and Organizers who have worked continuously for one year or more shall be entitled to all the privileges of regularly credentialed delegates.

Sec. 10. The Recording Secretary of each Local Union shall, immediately after the election of delegates, forward their names to the General Secretary-Treasurer, who shall publish a list of delegates in the official Journal. Each delegate shall present credentials, properly signed by the President and Recording Secretary, having the seal of the Local Union he represents attached; also his card of membership, in order to prove that he is entitled to a seat in the convention.

All credentials, in order to be published in the official Journal, must be in the General Office thirty days prior to opening of convention.

Sec. 11. The General President shall, on or before September 1st, preceding each convention, appoint from the delegates-elect a committee of five, no two from any one State or province, to act as a committee on credentials. Said committee shall meet at the place of holding the convention three days prior to the

opening of the convention. The General President, Traveling Auditor and General Secretary-Treasurer shall be members of said committee. To this committee shall be referred all credentials. This committee shall have their report in writing ready for the convention when it opens.

Said committee of five shall receive as compensation for the extra three days' service the same remuneration for services as is paid to the Executive Board members and organizers, including regular hotel expenses.

Sec. 12. Prior to each convention, Local Unions, members in good standing, or the General Officers shall have the right to send to the General President of the International Union, proposed amendments or additions to the constitution, or resolutions, which shall be submitted to the Committee on Constitution when it meets. All propositions received in time shall be published in the official Journal. This shall not deprive delegates to the convention of their right to propose amendments or additions to the constitution, or to submit resolutions during the sessions of the convention.

Sec. 13. A quorum shall consist of a majority of the delegates seated in the convention.

OFFICERS AND ELECTIONS

Sec. 14. The officers of the International Brotherhood shall consist of a General President, General Secretary-Treasurer, seven Vice-Presidents, three Trustees and Traveling Audi-

tor. The General President, seven Vice-Presidents and Secretary-Treasurer shall constitute the General Executive Board.

Not more than two officers from any one city can be elected to hold a position entitling him to a seat on the Executive Board. The officers of the International Union shall be uniformly distributed throughout the entire country.

Sec. 15. The election shall be left to a Committee on Rules appointed by the President of the convention, and all officers shall be installed on the last day of the convention and assume their official duties on December 1, following the adjournment of the convention. All nominations for International Officers shall be made in open convention and elections shall be by roll call. It shall require a majority of all votes cast to constitute an election; at every unsuccessful ballot the candidate receiving the lowest number of votes shall be dropped until an election takes place. This shall not apply to Trustess or American Federation of Labor delegates. Each delegate shall be entitled to vote for three candidates for Trustees and the number of American Federation of Labor delegates decided upon by the convention, and the candidate receiving the highest number of votes shall be declared elected.

Sec. 16. At each convention of the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers, there shall be elected as many delegates to the American Federation

of Labor conventions as the membership of the International Union permits. Said delegates shall make a full report of said convention to the General Executive Board in writing; to the general membership through the official Journal within sixty (60) days.

The expenses of the above delegates shall be paid by the International Union, the amount to be determined by the General Executive Board, with railroad fare to and from the convention by the shortest route, and no longer time shall be consumed than is necessary to make the trip. The General President and General Secretary-Treasurer shall act as delegates to the convention of the American Federation of Labor by virtue of their offices.

OFFICERS, SALARIES AND EXPENSES

Sec. 17. Salary of the General President, \$15,000.00 per year; salary of the General Secretary-Treasurer, \$15,000.00 per year; salary of the General Auditor, \$15,000.00 per year.

The seven Vice-Presidents and three Trustees shall receive the same pay as Organizers while working under orders from the General President.

The Organizers shall receive \$10,000.00 per year while working under orders from the General President. All Executive Officers, Organizers and others working outside of their home city or when traveling in the interest of the organization, shall receive their railroad fare in addition to the above named sum to and from their destination by the shortest

route, and in addition shall receive a sum not to exceed \$10.00 per day for hotel expenses.

The General President, General Secretary-Treasurer, Traveling Auditor and Organizers, and other Executive Officers of the International, shall be allowed \$5.00 per day for incidental expenses. All Special Organizers' salaries and expenses shall be determined by the General Executive Board.

All salaries shall be determined by the convention prior to election of officers.

DUTIES OF OFFICERS

—General President—

Sec. 18. The General President shall preside at the convention of the International Brotherhood and conduct the same in conformity with this constitution. He shall have the deciding vote in case of a tie on any question that is being voted on by the convention, and shall act to the best of his ability in furthering the interests of the organization. He shall fill any vacancy among the General Officers, by consent of the majority of the General Executive Board.

Sec. 19. The General President shall have general supervision over the affairs of the International Brotherhood, which shall be conducted in accordance with the constitution and the approval of the General Executive Board.

The General President shall devote his entire time to the service of the International Brotherhood and shall receive such compensa-

tion as may be determined at each quinquennial convention.

Sec. 20. He shall decide on all points of law or grievances submitted to him by Local Unions, subject to appeal to the General Executive Board or next convention.

He shall have charge of the conduct of strikes and lockouts, in conformity with this constitution.

Sec. 21. The General President shall assist and advise Local Unions, draft agreements when called upon, and approve local by-laws.

Sec. 22. He shall countersign all checks drawn on the International Treasury by the General Secretary-Treasurer in accordance with Section 31 of the constitution, approve all bills for services rendered the International Brotherhood, and give bond to the General Executive Board for the faithful performance of his duties, in such amount as may be determined upon by the General Executive Board.

Sec. 23. The General President shall employ a public expert accountant to audit the books of the General Secretary-Treasurer on the 1st of March, June, September and December.

Sec. 24. The General President, with the consent of the General Executive Board, shall at all times have the power to remove any officer or organizer who is not competent to perform the duties assigned to him.

Sec. 25. The official Journal shall be published under the supervision of the General President, subject to the approval of the Gen-

eral Executive Board, and a copy of the same furnished direct to each financial member who may furnish his name and address to the General President through the Local Secretary-Treasurer. The General President shall be empowered to employ such help as he may need to carry on this work.

It shall be compulsory upon the local Secretary-Treasurer to send in the name and address of every member in good standing to the office of the General President, quarterly, in order that the members may receive the magazine and keep the mailing list revised at all times.

Sec. 26. The First Vice-President shall assume the duties of the President in case of death, disability or resignation of that officer until such time as the General Executive Board shall select a General President, who shall hold office until the next convention.

GENERAL SECRETARY-TREASURER

Sec. 27. The General Secretary-Treasurer shall keep a correct record of the proceedings of the convention, preserve all important documents, papers, letters received and copies of all important letters sent by him. He shall conduct all financial correspondence between the International Brotherhood and the Local Unions. He shall be custodian of all the property of the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers.

Sec. 28. Applications for charters shall be made to the General Secretary-Treasurer, who

shall sign, issue and deliver a charter to the Local Union upon receipt of the following contract, which must be signed by the Secretary-Treasurer of the Local Union:

CHARTER CONTRACT

Know all men by these presents, that I.....
, Secretary-Treasurer of the.....
, Local, located at.....
, being authorized to act for said Local, in consideration of the General Secretary-Treasurer issuing a charter to said Local, hereby agree: That said charter shall remain the property of the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers; and, in consideration of the premises herein stated, agree that when charter is framed, the frame shall immediately become the property of the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers. Said Local Union shall have custody of said charter until it is demanded by some person authorized to make such demand by the General Executive Board; and the charter and frame shall then be delivered to the person authorized by the General Executive Board to demand and procure the same; and it is further agreed that any person authorized by the General Executive Board may enter any premises occupied by the said Local or any of its members and take possession and remove the said charter.

.....
 By its Secretary-Treasurer.

Sec. 29. The General Secretary-Treasurer shall publish a financial statement and furnish the Secretary-Treasurer of each Local Union with a copy of same, together with a statement of an expert accountant, showing the total amount of receipts and disbursements with the cash balance on hand. He shall also furnish the Secretary of each Local Union with a revised roster showing the number of Unions in good standing at his discretion. At any time a financial report is demanded by two or more Local Unions, the General Secretary-Treasurer shall give the Locals asking for same the correct amount of money on hand in the International Treasury and in the strike or general fund.

Sec. 30. The General Secretary-Treasurer, on sending out credentials, shall figure from July 1, 1925, to July 1, 1930, to get the per capita tax stamps bought by Local Unions and the number of delegates given to Local Unions shall be upon this basis.

Sec. 31. The General Secretary-Treasurer shall receive all moneys due from Local Unions and other sources, giving his receipt therefor. All moneys shall be placed in the bank in the name of the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers, except otherwise ordered by the General Executive Board, in accordance with Section 47, subject to withdrawal only by the General Secretary-Treasurer and the General President, with the exception of five thousand dollars (\$5,000), which shall be deposited subject to withdrawal

by check on the signature of the General Secretary-Treasurer for the purpose of paying current expenses. He shall keep a correct financial account between Local Unions and the International Brotherhood.

It shall be the duty of the General Secretary-Treasurer to notify the Recording Secretary or the President of the Local Union when said Local Union becomes in arrears for per capita tax.

Sec. 32. The General Secretary-Treasurer shall receive such compensation as shall be determined by the convention, and he shall give bond to the General Executive Board in such amount as they deem proper for the faithful performance of his duties.

Sec. 33. The General Secretary-Treasurer shall procure all seals, stamps and supplies and furnish same to all Local Unions desiring them. (It is compulsory for all Local Unions to procure all supplies from the General Office with the exception of letter paper and envelopes.)

Individual members or Locals shall not have the power to duplicate the stamps, buttons or paraphernalia issued by the International Brotherhood. Permission may be granted by the General Executive Board to Local Unions to have stationery and other minor supplies procured in their several localities. The General Secretary-Treasurer shall perform such other duties as are required of him by this constitution.

Sec. 34. The General Secretary-Treasurer shall issue the password quarterly.

Sec. 35. The General President, General Secretary-Treasurer and First Vice-President of the International Brotherhood shall have the power to call a meeting of the General Executive Board whenever, in their judgment, they deem it necessary.

Sec. 36. The General President and General Secretary-Treasurer shall have the power to employ such clerical assistance as may, from time to time, be necessary. Such help shall be paid reasonable salaries from the general fund, all of which shall be subject to the approval of the General Executive Board.

TRUSTEES

Sec. 37. The Trustees shall audit the books of the General Secretary-Treasurer on the first of March and September of each year, and report their findings immediately to the General President, and the General President shall in turn report to the General Executive Board.

Sec. 38. The fiscal quarters of the year shall commence on the first of March, first of June, first of September and first of December.

DUTIES AND POWERS OF THE TRAVELING AUDITOR

Sec. 39. The Traveling Auditor shall visit Local Unions and instruct the officers how to transact the business of the Locals; he shall see that Local Unions keep a correct account of the transaction of all business and that they

keep a strict account with their members and the General Office.

Local Union officers shall give the Traveling Auditor for examination all books, bills, receipts, vouchers and records of the Local whenever requested.

Any officer of a Local Union refusing to turn over the books, bills, vouchers or records to the Traveling Auditor shall be liable to expulsion by the General Executive Board.

Any member refusing to show his due card when asked shall be fined \$10.00.

If the Traveling Auditor discovers any dishonesty or incompetency in the officers, which warrants him in notifying the General President and General Secretary-Treasurer, he shall do so and they shall take whatever action they deem advisable. The Traveling Auditor shall make a monthly report to the General Executive Board and shall have full power to go to any bank where a Local Union has its money deposited and investigate; also get a certified balance sheet from the bank.

GENERAL EXECUTIVE BOARD

Sec. 40. Should the General Executive Board recommend any new laws for the benefit of the International Brotherhood to Local Unions three months prior to the opening of the convention, and should the recommendation be supported by a two-thirds vote of the members of the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers, it shall be adopted by the convention.

Sec. 41. If the General Executive Board, when in session, receive information which leads them to believe that any of the officers of a Local Union are dishonest or incompetent, or that the organization is not conducted for the benefit of the entire membership, they shall investigate, and, if they deem it advisable, suspend any or all officers and appoint temporary officers who shall have all the duties, powers and liabilities of regularly elected officers of Local Unions, to take their places until the Local Union is put in proper working condition; or they may appoint a Trustee, revoke the charter and form a new Local Union in the same jurisdiction.

The suspended officers shall turn over all the money, books or property of the Local Union to the temporary officers, who must receipt for the same.

Temporary officers and trustees must be members in good standing of Local Unions in good standing. They must give bonds for the faithful discharge of their duties, satisfactory to whoever appointed them, which shall not be less than the amount of money they are apt to handle.

The Trustee shall seize all the funds, books papers and other property of the Local Union and tender a receipt for the same. He shall pay all outstanding claims properly proved, if the funds are sufficient; if the funds are not sufficient he shall settle the most worthy claims; but if there is any balance to the credit of the Local Union he shall forward it to the

General Secretary-Treasurer, who shall hold it in trust, and if another Local Union is formed within sixty days, having the same jurisdiction, and one-half of the members were members of the former Local Union, it shall be given the fund held in trust by the General Secretary-Treasurer, otherwise the fund shall go to the International Treasury.

Sec. 42. The General Executive Board, upon information received, shall have power to debar any member who was dishonest or disloyal in the organization whose charter was revoked, from membership in the new Local Union for a term of six months. The General Executive Board shall have the power to appoint a receiver over any Local Union to take charge of the financial business of such Local Union as long as, in their judgment, they deem it necessary, whenever they have reason to believe that Secretary-Treasurers of Local Unions are not acting honestly with the International organization or are attempting to cover up their shortages, or whenever they believe they are hiding the business of their Local Union from the International by destroying books or in any way acting dishonestly and not in the best interests of their membership.

Sec. 43. Any Local Union suspended by the General Executive Board shall lose, for the period of its suspension, all privileges of the International Brotherhood, and the local central labor body shall be notified to exclude its delegates.

The General President, or General Secretary-

Treasurer when they deem it necessary to revoke a charter shall immediately notify the members of the General Executive Board, for their sanction of same. This is in cases where Local Unions refuse to obey the laws of the International Brotherhood of Teamsters, either by non-payment of per capita tax, or for any other cause.

Sec. 44. Any Local Union whose charter has been revoked by the International Brotherhood shall lose its rights therein forever, and its officers, if found guilty, shall not be eligible for membership in any local of the International Brotherhood for a period of six months from the date of suspension. Immediately after the revocation of the charter of a Local Union, the organizers for the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers shall organize a new Local Union, and shall give it a new charter, but a different number from that held by the one whose charter has been revoked. That in case of such suspension a receiver be immediately appointed by the General President or General Secretary-Treasurer.

Sec. 45. Any member or number of members of a Local Union assaulting or injuring a General Officer, or Organizer, shall be tried by the General Executive Board. He shall be notified of the trial and sent a copy of the charges. If he is found not guilty, his expenses to the place of the board meeting shall be paid by the General Office. If he is found guilty he shall be disciplined as the judgment of the board

dictates, and his expenses shall not be paid. If he desires not to attend his trial, he may submit his answer or defense in writing to the board. A majority of the General Executive Board finding the individual guilty has the power to fine, suspend or expel the member. This section has precedence over Section No. 46.

Sec. 46. In the case of an individual, the accused shall be notified through his local Secretary-Treasurer, and shall have a reasonable time granted him to prepare and present a defense to the Executive Board of his Local Union. The Executive Board of his Local Union shall give the accused a fair hearing and shall render a verdict in accordance with the testimony presented. If found guilty, he shall be given a reasonable time to comply with the verdict.

All members shall be entitled to an appeal against the findings of the local Executive Board to the local Joint Executive Council, where one may exist.

Any Local Union refusing to try its members when charges have been preferred by another Local Union, for any cause whatsoever, the Local Union preferring the charges can at once bring the charge to the Joint Council for its decision.

All fines levied by the Executive Board of the Local Union, or the Joint Executive Council, shall revert to the Local Union of which the accused is a member. In the event of not complying with the verdict handed down by

the Joint Executive Council, the member shall stand suspended from all privileges of the International Brotherhood until the provisions of the verdict have been complied with.

Where no Joint Executive Council exists the accused shall have the right to appeal to the General Executive Board, but the findings of the Local Joint Council, as handed down, shall be final and binding.

Sec. 47. If charges are preferred against a Local Union, the Secretary-Treasurer of said Local shall be furnished a copy of the charges by registered letter and the Local Union shall be given a reasonable time to prepare and present a defense to the Joint Council. Should a fine be assessed against a Local by the Joint Council, and the Local desires to appeal to the General Executive Board, said fine must be paid into the International Treasury before the appeal can be taken, or should a Local desire to appeal to the International convention, the fine must be deposited with the General Executive Board, when the Local Union will be permitted to continue in the full rights and privileges of the International Brotherhood, subject to its laws thereof, pending the final decision of the convention. Should the convention decide in favor of the appeal, the deposit shall be returned, otherwise the same shall be converted into the general fund.

INITIATION FEES, PER CAPITA TAX, ETC.

Sec. 48. The revenue of the International Brotherhood shall be derived as follows:

Organization fee, which includes seal and all other organization supplies, \$15.

From the sale of supplies to Local Unions and from the sale of stamps of the following denominations: Initiation stamps, which are \$1.00; monthly due stamps (per capita), 30 cents.

The General Executive Board, by a two-thirds vote, shall have the power to invest the moneys of the International Union in first-class bonds, either national, state or municipal. There shall not, however, be any investment of the funds of the International Brotherhood in any above-named bonds except that in excess of two hundred thousand dollars.

Sec. 49. Each Local Union shall pay to the General Secretary-Treasurer the sum of One Dollar (\$1.00) for every initiation fee or equivalent collected, and a per capita tax of 30 cents per month, payable on or before the 20th day of each month in advance.

All reinstatement fees paid into the Local Union shall be figured as monthly dues and that the per capita tax must be paid on the same. The General Secretary-Treasurer shall receipt for all initiation fees and per capita tax by giving stamps of the above named denomination. All moneys received in the International Office shall be equally divided between the special and general fund.

Whenever the funds of the International Union run below two hundred and fifty thousand dollars (\$250,000.00) the General Executive Board shall levy an assessment of 50 cents

per member on all Local Unions. Any Local Union failing to pay the assessment shall not be entitled to any of the benefits of the International Organization. After being properly notified and given a reasonable length of time, if the Union further refuses to pay the assessment, said Local shall be suspended. Any Local Union failing to pay the assessment shall not be represented at the International Convention.

No Local Union shall have any right to pay any bills before they pay the per capita tax due to the International Union each month. The per capita tax to the International Union must be paid by every Local Union before any other bills are paid.

Sec. 50. No other system of receipting for initiation fees, monthly dues or reinstatement fees will be recognized by the International Brotherhood.

Sec. 51. Any member paying his initiation fees, monthly dues or reinstatement fee shall purchase stamps from the local Secretary-Treasurer, who shall carefully paste the same on the space provided for in the member's official due card, and cancel the stamps with the dater provided for this purpose (on the date the initiation fees, monthly dues, or the reinstatement fees are paid) and said stamps shall at all times be acknowledged as a receipt for payment in full for all amounts, as designated by the stamps.

Any local Secretary-Treasurer refusing to stamp the members' due books according to the amount of dues paid shall be liable to expul-

sion when the General Executive Board takes such action. Any member refusing to turn in his due book shall be liable to a fine or suspension upon his local Executive Board taking such action.

All members paying dues to Local Unions must pay them on or before the first day of the month, in advance.

Sec. 52. All orders for stamps or supplies must be made on the regular official order blank and have the seal of the Local ordering same attached, and all money sent to the General Secretary-Treasurer must be sent by post-office or express money order, certified check or draft.

Sec. 53. Each local Secretary-Treasurer shall forward to the General Secretary-Treasurer a list of names and addresses of all members of the Local Union, together with the standing of the individual members.

The Local Secretary-Treasurer shall forward monthly to the General Secretary-Treasurer the names of all members initiated or reinstated, together with those who become suspended for non-payment of dues or for any other cause; also a correct list of those who take transfer or withdrawal cards, and shall promptly notify the General Secretary-Treasurer upon the death of any member.

The Local Secretary-Treasurer shall forward to the General Secretary-Treasurer the name of any member coming in on a transfer or depositing a withdrawal card. The penalty for violation of this section shall be expulsion from

the Local and International Union. The Secretary-Treasurer shall read his report to the Local for approval at the first meeting in the month, and, at once, sign, seal and forward the same to Headquarters.

The General Secretary-Treasurer shall notify the Local Secretary to comply with the laws, and if he does not, that he be removed from office for the second offense.

Sec. 54. All Local Secretary-Treasurers and Business Agents, upon assuming office, shall immediately procure a suitable surety bond. Said bond must be procured from a company named by the General Executive Board. A copy of which shall be kept on file at the General Office. The original shall be retained by the Trustees of the Local Union. It will be compulsory upon the Trustees of all Local Unions to send a copy of their monthly audit to the General Secretary-Treasurer, to be placed on file in the General Office. Books of all Local Unions must be audited monthly by Trustees.

Sec. 55. It shall be compulsory upon all Local Unions to keep their money deposited in reliable banks in the name of the Local Unions, and all moneys paid out for the Local Union must be paid by check upon the order of the Local Union and signed by the proper officials.

Sec. 56. When the charter of a Local Union is revoked the Local Union shall be required to return all books, documents, property and funds due to the General Office of the International Brotherhood, and should a Local Union

be dissolved, suspended or forfeit their charter, then all books, documents, property and funds due shall likewise be returned to the General Office to be held in trust until such time as the Local Union may be reinstated or reorganized.

Sec. 57. The books of all Local Unions and of the International Brotherhood shall be open for inspection at any time by any General Officer or any one who may be deputized to examine them by the General President or General Secretary-Treasurer.

The books of every Local Union that has been chartered over one year shall be audited between conventions. If any dishonesty prevails on the part of any officer of any Local Union, same shall be reported to the meeting of the Local Union and to the General Executive Board.

Sec. 58. Should a Local Union become six months in arrears for per capita tax, their charter shall be revoked. The General Secretary-Treasurer shall notify all Local Unions when two months in arrears, but failure to receive such notice shall not prevent the suspension of the Local Union should it become three months in arrears.

Sec. 59. Where the books of a Local Union have been examined by the Traveling Auditor and arrearages to the General Office for per capita are found, same must be paid immediately. No per capita nor initiation stamps will be forwarded covering same, simply a receipt signed by the General Secretary-Treasurer covering the amount of per capita paid.

Sec. 60. The money in the defense fund shall be drawn for the following purposes:

To sustain legal strikes and lockouts and for the purpose of advancing and defending the principles of unionism, as applied to our craft, and to support and pay all legal bills incurred in any strike called by the General Executive Board. The General Executive Board shall have the power to expend the money of the General Organization in any emergency that may arise in defense of the Local Unions in any district.

Sec. 61. When any difficulty arises between the members of any Local Union and their employers, the members shall lay the matter before their Local Union, and, if approved by the Union, the President shall appoint a committee to wait upon the employers and endeavor to adjust the difficulty; said committee shall report at the next regular or special meeting, and the Local Union shall then take such course as is prescribed in this constitution.

Sec. 62. If a settlement can not be reached the Union shall, at a summons meeting, order a secret ballot to be taken, and it shall require a two-thirds majority of all members of the Union present to adopt a motion to strike. The ballot taken must be by "Yes" or "No," written on paper ballots.

Sec. 63. Any Local desiring to present a wage scale to their employers shall first submit a copy of the same to the Joint Council, if one exists in their city. Should the same have

the approval of the Joint Executive Council, it shall be compulsory upon the Local Unions to forward a copy of the wage scale to the General President for his sanction before the same shall be presented to any employer. The General President shall have the power to inquire into the conditions surrounding the Local Union, and if, in his judgment, conditions do not warrant the presentation of the same, he shall immediately notify the Local Union of his decision in the matter. A copy of the wage scale must be in the hands of the General President at least thirty (30) days before presenting the same to the employers.

ANY LOCAL UNION GOING OUT UPON STRIKE WITHOUT THE CONSENT OF THE GENERAL EXECUTIVE BOARD SHALL NOT BE ENTITLED TO FINANCIAL BENEFITS FROM THE INTERNATIONAL BROTHERHOOD.

Sec. 64. Upon the General President endorsing the wage scale submitted by the Local Union, he shall immediately notify the General Executive Board of his action, together with a statement of the conditions surrounding the Local Union, and if, in his opinion, the Local Union is warranted in presenting the wage scale to the employers, he shall request the General Executive Board to endorse the action of the Local Union; providing the Local Union uses all necessary endeavors to bring about a peaceable and satisfactory settlement by negotiation or arbitration.

Sec. 65. Any Local Union that has not paid per capita tax on every member who has paid dues into said Local, and that has not its membership enrolled at Headquarters, shall not be entitled to benefits in case of a difficulty.

Sec. 66. Strike benefits, or relief in cases of lockouts, etc., shall be paid to all members in good standing at the rate of \$10.00 per week, and will be payable at the end of the second week of the strike or lockout; but in no case shall a fraction of a week's strike pay be allowed, nor the first week of a strike or lockout be paid for; any arrearages for dues, and dues one month in advance to be deducted from the first payment of benefits and duly credited to the member or members so in arrears. All members shall be entitled to strike pay for such a period of time as the condition of the defense fund of the International Organization shall allow.

No member of any Local Union over thirty-days in arrears for payment of dues will be eligible to benefits in case of strike or lockout.

Sec. 67. The General Executive Board shall have the power to pay out the entire International Treasury to a Local Union that is on strike, when the strike has been authorized by the International Executive Board.

The General President, with the sanction of the General Executive Board, shall have the power, when satisfied upon facts and information in their possession that the support of a strike or lockout should cease, to declare the same at an end so far as the financial aid of the International Union is concerned.

Sec. 68. The General Executive Board shall not approve of any strike accompanied by payment of benefits, unless there is sufficient funds on hand in the International Treasury to pay strike benefits.

Sec. 69. The General Secretary-Treasurer shall, on or about the end of the second week and each succeeding week of a strike or lock-out, forward to the local Secretary-Treasurer or deputy, a check covering a sufficient amount to pay each week's benefits, and he shall also furnish blank pay roll sheets on which each member shall sign for the amount received, said pay roll to be made in duplicate.

Sec. 70. The Local Secretary-Treasurer or Deputy shall forward the original pay roll to Headquarters, but shall retain a carbon copy of the same for future reference, and the Executive Board of the Local Union that is out on strike shall endorse the pay roll.

Failure to receive receipted pay roll sheets in due time at the General Office will be sufficient cause for the discontinuance of benefits to any Local Union failing to comply with this law.

Sec. 71. During the continuance of a strike the deputy and strike committee of the Local Union shall make weekly reports to the General Secretary-Treasurer, showing the amount of moneys distributed for benefits, the number of beneficiaries and all other facts that may be required.

Sec. 72. All moneys from the International defense fund remaining unused by the Local

Union at the close of the strike or lockout shall be returned at once to the General Secretary-Treasurer.

Sec. 73. No Local Union shall receive financial assistance from the International Brotherhood unless the Local Union has been six months in good standing.

Sec. 74. A Local Union or member more than one month in arrears for per capita tax shall not be entitled to benefits, and should a Local Union become three months in arrears for per capita tax, fines, etc., they shall stand suspended and shall not be entitled to benefits for three months after all arrears have been paid.

Sec. 75. No member of a Local Union on strike shall be entitled to a weekly benefit unless he reports daily to the proper officers, of the Local or International Union while the strike continues, and no member who shall receive a week's work (three days to be considered a week) shall receive benefits. Any member refusing to work for an employer considered fair, while on strike shall be debarred from all benefits under this law.

Sec. 76. A declaration on the part of an employer, or a combination of employers, to the effect that their employes must cease their connection with the Brotherhood, or cease work, or any combination entered into by a number of employers, for the purpose of throwing their employes out of employment, shall be deemed a lockout. In case a lockout is reported to the International Brotherhood, the

General President shall endeavor to obtain a satisfactory proof that the difficulty is a bona fide lockout, as defined in this section. This section does not apply to a reduction in wages.

Sec. 77. No Local Union shall receive financial assistance from the International Brotherhood unless the Secretary-Treasurer of said Local Union has been bonded in accordance with the provisions of our constitution. It shall be compulsory upon the officers of a Local Union to immediately notify the International Headquarters of any difficulty.

Sec. 78. All Local Unions affiliated with the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers soliciting financial aid from sister Local Unions, must first receive official approval and endorsement from the International Executive Board.

Sec. 79. Charter members shall consist of the names forwarded to Headquarters with the application for charter, and Local Unions must procure initiation stamps for all charter members, but charter members shall not be required to pay per capita tax for the month in which they receive their charter.

Sec. 80. Charter members shall receive a free copy of the constitution and official due card.

Sec. 81. A Local Union may, by majority vote, keep its charter open for a term of thirty or sixty days after receiving the same, but all members initiated must have their official due cards stamped as provided by Section 51. Dues of members of all Local Unions here-

after chartered shall not be less than one dollar (\$1.00) per month. This section also applies to Local Unions that have surrendered their charter or whose charter has been revoked, upon the issuance of a new charter to said Local Union.

All Local Unions must hold meetings at least once a month, except where the General Executive Board is satisfied, from evidence provided by the Local Unions, that it is impossible or unsatisfactory or unreasonably expensive, and in such cases the General Executive Board shall be given full authority to establish such conditions relative to the holding of meetings as in their judgment they deem advisable for the best interests of that particular district.

JOINT COUNCIL

Sec. 82. Whenever three or more Local Unions are located in one city they shall form a Joint Council, but where there are only a few Local Unions in small cities or towns adjoining or adjacent to large cities, they shall affiliate with the Joint Council in the large cities.

In localities composed of small cities and towns, the General Executive Board shall decide when, where and by whom Joint Councils shall be formed. Should any dispute arise as to the jurisdiction of a Joint Council, it shall be decided by the General Executive Board.

(Each Local shall be entitled to seven delegates, including its Business Agent.)

(The seven executive officers of each Local

Union shall constitute the delegates to the Joint Council. The Business Agent shall be entitled to the floor, but cannot introduce a motion or vote.) Local Unions shall pay monthly dues, proportionate to their numerical strength, sufficient to maintain the organization.

Joint Councils shall have full power to adjust all questions of jurisdiction between Local Unions, subject to the approval of the General Executive Board, to try cases against Local Unions, cases appealed from Local Unions, and to try individual cases which Local Unions refuse or neglect to try.

It shall make by-laws which shall take effect upon approval by the General President, and all Local Unions within its jurisdiction must affiliate, comply with its laws and obey its orders.

Sec. 83. Prior to a Local Union becoming involved in a strike, lockout, boycott, lawsuit or any serious difficulty, they shall immediately notify the Secretary of the Joint Council, whose duty it shall be to at once call a meeting of the Council, and they shall take action as they deem advisable and report the same to the General President. Should any member violate his obligation by refusing to employ union men, or to patronize and assist members of the International Brotherhood, the member who may have been aggrieved shall present his case in writing to the Joint Executive Council and they shall hear and decide the case and report their decision back to each affiliated Local. A

Joint Council may make such by-laws as they deem proper provided they do not conflict with the laws of the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers.

Sec. 84. Whenever there is not a sufficient number of any one craft, a mixed Local may be formed. There shall be only one Local Union of any craft chartered in any city, except in localities where it may be necessary, and in such cases the Executive Board shall, after the Joint Council has granted permission, have full power to determine the advisability of issuing a separate charter.

Whenever there are two hundred (200) or more members of two different crafts in one Local Union, one craft may, if they deem it advisable, apply for a charter and form a separate Local Union, and the Local Union from which they withdraw shall furnish them with funds to procure their charter. The issuance of the charter by the International organization shall constitute the formation of the new Local Union, and the members desiring to withdraw shall procure a transfer card into the new Local Union.

Sec. 85. No Local Union can draft a constitution, or make a law or rule which will prevent a member of any other Local Union in good standing from securing employment, nor shall the members of any local, either individually or collectively, prevent a member in good standing of any other Local from securing employment in their jurisdiction.

TRANSFER CARD

—Date of Initiation—

Sec. 86. This is to certify that the bearer hereof, Brother _____ whose name is written on the margin of this card in his own handwriting, is a member in good standing of Local No. _____, International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers, and is entitled to all rights and privileges under our jurisdiction.

We recommend him to the friendship and protection of all members of the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers, wherever he may be, and to free admission, provided he has been a member not less than ninety days in the Local Union from which he transfers, otherwise he shall pay the difference in the initiation fee to the Local Union to which he transfers for the space of one month from the date hereof, and no longer.

This card expires _____, 19____, and is null and void after that date, unless renewed or deposited in accordance with the constitution.

The member receiving this card will be suspended from all rights and benefits unless the card is renewed by the Local Union before its expiration. It will also be forfeited unless deposited within thirty days after going to work in any town or city where there is a Local Union.

Given under our hands and the seal of Local Union No. _____, this _____ day of _____, 19____.

(Seal)

HONORABLE WITHDRAWAL CARD

Sec. 87. This is to certify that the bearer hereof, Brother _____, whose name appears on the margin of this card in his own handwriting, has paid all dues and demands and withdrawn in good standing from membership in Local No. _____.

This card entitles him to readmission to the Local Union from which this card was issued at any time, unless otherwise ordered by the Local Union.

Section 4, Constitution: "No person shall be entitled to membership in this organization who owns or operates more than one team or vehicle. The General Executive Board, when they deem it advisable or for the best interest of our International Union and upon the recommendation of the Local Union, may allow a man to own more than one team or vehicle to hold membership, provided that he hires or employs none but members of our International Union and that he drives a vehicle himself, and pays the driver the prevailing rate of wages in the locality.

"Any man owning and operating but one team or automobile is entitled to membership in our organization. This will also permit the owner of one team or automobile to hire a helper in case he is sick or disabled or working for his Local Union, or for the International Union. He may get a substitute to work for him, but the substitute must be a member of the International organization.

"Any member of the International organization going to work at another craft must be given an honorable withdrawal card, and cannot remain a member of the International organization."

Given under our hands and the seal of Local Union No. _____, this _____ day of _____, 19_____

(Seal)

Secretary.

President.

Local Unions shall have jurisdiction over the granting of all honorable withdrawal cards.

Sec. 88. It shall be compulsory for a member working under the jurisdiction of another Local Union to procure a transfer card at the first regular meeting, from the Local of which he is a member, and to deposit the same with the Local Union under whose jurisdiction he is working, within thirty days. If a member is working under the jurisdiction of another Local Union, or the Joint Council decides he should transfer, and he refuses, he thereby forfeits his membership, and his Local must not accept any more dues or furnish him with a button.

Said member must sign his name in the presence of the Secretary of the Local from which he transfers and countersign in the presence of the Secretary of the Local to which he seeks admission, and also produce an official due card stamped up to date. Salaried officers of the International Brotherhood shall not be required to transfer from their respective Locals while employed by the International organization.

CHARGES AND TRIALS

Sec. 89. The General Executive Board shall have exclusive jurisdiction in trying individual members, Local Union, Joint Councils, or International officers, for all offenses committed against the International organization, or the officers of the International organization.

A copy of the charges, time and place of the commission of the offense and the date set for trial, shall be furnished the accused. If convicted, defendant may appeal to the next convention. If found not guilty the defendant shall have his expenses paid by the International office. If defendant is unable to be present at the meeting of the Board, he, or they, may present their case in writing, but pending an appeal, the decision of the General Executive Board must be complied with.

CHARGES AGAINST LOCALS AND MEMBERS

Sec. 90. Any member or members against whom a Local Union has charges and the member coming to said Local Union upon a transfer card, the Local Union shall have the right to try him upon the charges and enforce their findings against the brother, in accordance with the International laws. Upon a decision being handed down by a Joint Council, that jurisdiction be given any Local Union over members working at any particular branch of our craft, it shall be mandatory upon the Secretary-Treasurer of the Local Union to immediately furnish the brother with a transfer card, after

having received notice from the Secretary of the Joint Council that jurisdiction has been granted some other Local Union affiliated with the International Brotherhood.

Sec. 91. And member who knowingly goes to work or remains in the employment of any person, firm or corporation, whose men are on strike or locked out, unless he has permission of the International, the Joint Council or his Local Union, may be tried by the Executive Board of his Local Union, on written charges by giving him written notice of the charges and the time and place of trial, allowing a reasonable time to the defendant to reach the place set for his trial. If he does not answer trial, the Executive Board may proceed in his absence, and if he is found guilty he shall be punished by suspension, which shall take effect on the date of the commencement of the offense, at which time he forfeits all rights, privileges and benefits in the organization.

He may appeal to the Joint Council, but pending the appeal the verdict is binding.

Sec. 92. (1) Any member who wrongfully takes or retains any money, books, papers or any other property belonging to the International Brotherhood of Teamsters, Chauffeurs, Sablemen and Helpers, any Joint Council or Local Union; or (2) who mutilates, erases, destroys or in any way injures any books, bills, receipts, vouchers, or other property of the International Brotherhood of Teamsters, Chauffeurs, Stablemen and Helpers, any Joint Coun-

cil or Local Union; or (3) by word, deed or example wilfully injures or retards the growth or prosperity of the International Brotherhood, any Joint Council or Local Union; or (4) who does not use his best efforts to promote all duly accredited union labels and advance the cause of trades unionism, or who does not conduct himself, as far as lies within his power, with credit to the movement; or (5) knowingly gives or attempts to give, directly or indirectly, any information to an employer on the unfair list or whose men are on strike or locked out, or are trying to secure an agreement or any improvement in their working conditions, or who are trying to prevent an increase in hours of labor or a decrease in wages, for the purpose of assisting such employer, or for any gain or promise of gain; or (6) knowingly goes to work or remains in the employment of any person, firm or corporation on an unfair list without permission from the International Brotherhood, the Joint Council or his Local Union, may, upon conviction, be punished by reprimand, fine, suspension or expulsion.

Sec. 93. Any member or Local in good standing, or the General Executive Board, may prefer charges in writing, setting forth the facts constituting such charges.

Charges against a member shall be preferred in duplicate to the Executive Board of his Local Union. It shall notify the accused by registered letter containing a copy of the charges and the time and place set for the trial, and give the defendant at least two weeks to pre-

pare for trial, but charges for violation of Sections 89 and 91 shall be tried as there prescribed.

If a Local Union refuses or neglects to try a member the charges may be preferred to the Joint Council, the defendant shall be notified by registered letter and given a reasonable time to prepare for trial. A complainant or defendant who is aggrieved by a finding or penalty imposed by the Executive Board of a Local Union may appeal to the Joint Council.

When an appeal is taken all the papers in the case must be immediately transferred to the Joint Council and the case there tried as an original case. Members of Local Unions cannot appeal from the decision of the Joint Council.

Where no Joint Council exists either party may appeal to the General Executive Board, whose decision in such cases shall be final.

Sec. 94. Charges against Local Unions shall be preferred in duplicate to the Joint Council and shall be read in open meeting and one copy sent to the Recording Secretary of the Local Union by registered letter, containing a notice of the time and place of the trial. The accused must have at least two weeks to prepare for trial.

If a defendant does not appear for trial, the trial shall proceed, on proof that sufficient notice of the time and place set for the trial was received by the defendant.

The defendant shall be notified of the verdict.

The defendant may appeal to the General

Executive Board, who may hear such appeal or refer it to the next International Convention.

FINES

Sec. 95. Fines imposed on a member shall go to his Local Union. Fines imposed on a Local Union shall go to the Joint Council, and fines imposed where the General Executive Board has original jurisdiction, shall go to the International.

Any member or Local found guilty of any offense may be punished by reprimand, fine, suspension, or expulsion.

Failure to comply with the penalty imposed expels the Local or member without any further action.

Any member or Local that is tried by the General Executive Board cannot be tried for the same offense by a Local or Joint Council.

DISSOLUTION.

Sec. 96. No Local Union can dissolve while there are seven (7) dissenting members; no Joint Council can dissolve while there are two (2) dissenting Local Unions; nor can this International dissolve while there are seven dissenting Locals.

INSTRUCTIONS TO LOCAL UNIONS FOR DRAFTING BY-LAWS

Sec. 97. Each Local Union shall have the right to make such by-laws as it may deem advisable, providing they do not conflict with the laws of the International Union.

The officers of the Local Union shall consist of a President, Vice-President, Recording Secretary, Secretary-Treasurer and three Trustees. These officers shall constitute the Executive Board of the organization.

The Conductor and Warden shall be appointed by the Chair. All officers shall serve for the period of their election unless removed for incompetency, neglect of duty, or dishonesty. This can only be done by a motion being regularly made and seconded by two members in good standing, after a majority vote has decided, by secret ballot, against the officer or officers, and only at a notified or summons meeting.

Nomination of officers shall take place at the first meeting in December and election at the next meeting. The officers-elect may be installed at the same meeting at which they are elected.

The Business Representative of a Local Union shall be elected the same as any other officer; but can be removed at any time for incompetency, dishonesty or neglect of duty, or if there are no funds in the Local Union to pay his salary. He shall be given a trial, as stated above, the same as any other officer.

The Trustees shall be elected in the following manner: One for three years, one for two years and one for one year.

LABOR DAY

Sec. 98. We recognize the first Monday in September as Labor Day, except in States where another day is provided by law, and call

upon all Local Unions to observe the same. It is advisable for Local Unions to unite and march under one banner in cities where there is more than one Local Union and each Local Union can make such rules and regulations requiring their members to observe the day, as best adapted to their locality.

RULES OF ORDER

Sec. 99. The President, while presiding, shall state every question coming before the Local Union before suffering debate thereon, and immediately before putting it to a vote he shall ask: "Is the Union ready for the question?" Should no member rise to speak and the Local Union indicate its readiness, he shall rise to put the question. After he has risen no member shall be permitted to speak upon it.

Sec. 100. When the decision of the President is appealed from, he shall state his decision and the reasons therefor, from the chair. The party appealing shall then briefly state the reasons for the appeal, after which, without further debate, the question shall be put thus: "Shall the decision of the chair stand as the judgment of this Union?"

Sec. 101. Every member, while speaking shall adhere to the question under debate, avoid all personality and indecorous language, as well as any reflection on the Union or any member thereof.

Sec. 102. Any member while speaking, being called to order by another, at the request of the chair, shall cease speaking and be seated until the question of order is determined.

Sec. 103. No member shall speak more than once on the same question until all the members wishing to speak have had an opportunity to do so; nor more than twice without the permission of the chair, nor more than ten minutes at one time.

Sec. 104. All resolutions and motions, other than the first six, in Rule 8, to accept or adopt the report of the committee, shall be reduced to writing before the President shall state the same to the Union.

Sec. 105. Any member may call for the division of a question when the sense will admit of it.

Sec. 106. The following motions shall have precedence in the following order herein arranged: First, to adjourn; second, to close debate; third, to take the previous question; fourth, to lie on the table; fifth, to postpone indefinitely; sixth, to postpone to a definite time; seventh, to refer; eighth, to amend. The first four shall be decided without debate.

Sec. 107. The motion to close debate may be made by two members, and shall be put in this form: "Shall the debate now close?" And, if adopted, the President shall proceed to take the question on the resolutions and amendments thereto, according to priority, without further debate.

Sec. 108. The call for the previous question may be made by six members and shall be put in this form: "Shall the main question be now put?" If adopted, the effect shall be to take the question on the original resolution to the

exclusion of all debate and all amendments which have not been adopted.

Sec. 109. All votes other than amendments to the Constitution, By-Laws, or Rules of Order may be considered at the same or next succeeding meeting upon a motion made and seconded by two members that voted in the majority; provided the Union agrees thereto; but after a motion to reconsider has once been lost, it shall not be renewed.

Sec. 110. Every member present shall vote on all questions before the Union unless personally interested. A motion to excuse a member from voting shall be put without debate.

Sec. 111. No member shall enter or leave the Union meeting during the reading of the minutes, admission of new members, installation of officers, or the taking of a question by yeas and nays; and no member shall be allowed to leave the Union meeting without the permission of the presiding officer, under penalty of twenty-five cents fine.

Sec. 112. When a motion has been declared carried or lost by acclamation, any member, before the union proceeds to other business, may call for a count, but the yeas and nays cannot be called unless demanded before the President rises to put the question.

Sec. 113. The yeas and nays may be called for by two members and upon the assent of one-third of the members present shall be taken.

Sec. 114. A motion to adjourn having been put and lost shall not be in order again, pro-

vided there is further business before the Union, until fifteen minutes have elapsed.

Sec. 115. No subject of a political or religious nature shall be at any time admitted, under a penalty of fifty cents fine.

Sec. 116. All business done in the Union shall be strictly secret to all outside the Union.

Sec. 117. All and other proceedings in debate, not herein provided for, to be governed by Roberts' Rules of Order.

One tap of the gavel shall call to order; two taps to be seated; three taps to rise.

INSTRUCTIONS TO LOCAL SECRETARY-TREASURERS

Sec. 118. Local Union Secretary-Treasurers, immediately upon taking the office of Secretary-Treasurer, shall procure a suitable surety bond, and a copy of the same must be filed in the General Office at Indianapolis.

Local Secretary-Treasurers shall deposit all moneys of the Local Unions in a reliable bank in the name of the Local Union at least twice a month or oftener, if possible, as the Local Union may designate from time to time.

Local Secretary-Treasurers must pay all bills by check, countersigned by the proper officials of the Local Union.

Local Secretary-Treasurers must balance their day book and cash book monthly, showing the exact balance on hand with the Local Union on the first day of the coming month, and have their bank book balanced on the last day of the month or get a bank statement from the bank

on the last day of the month, showing the exact amount of money in the bank, so that the Trustees of the organization may verify the bank statement and the books of the Local Union at any time.

Local Secretary-Treasurers must keep the International bookkeeping system, consisting of a day book, ledger and cash book.

Local Secretary-Treasurers must receive a voucher properly signed by the President and Recording Secretary for all bills that are ordered paid by the Local Union.

Local Secretary-Treasurers must keep the applications of all new members initiated, filed monthly.

Local Secretary-Treasurers must keep all of the part paid applications on hand properly filed.

Local Secretary-Treasurers must keep all receipted bills with a voucher of the Local Union attached to same and filed monthly.

Local Secretary-Treasurers must attach all return checks to the stub in the check book of the Local Union, each month, when he receives his cancelled checks from the bank.

Local Secretary-Treasurers shall report to the General Secretary-Treasurer on the first day of each month, the number of men that are being carried on the books of the Local Union as good standing members, and all new members who have been initiated during the previous month and all members who have paid up their back dues and again become in good

standing. This report must be made on the monthly report blank that is issued by the General Secretary-Treasurer.

Local Secretary-Treasurers must pay their per capita tax monthly in advance, based on their previous month's collections.

Local Secretary-Treasurers must pay to the General Secretary-Treasurer thirty cents out of every due collected by the Local Union to the General Secretary-Treasurer.

Local Secretary-Treasurers must pay one dollar for every member who has been initiated into the Local Union.

Local Secretary-Treasurers must report the names and addresses of all new members coming into the Local Union to the General Office.

Local Secretary-Treasurers shall send to the General Secretary-Treasurer a revised list every quarter of the names and addresses of all members in good standing in the Local Union.

Local Secretary-Treasurers cannot and must not carry any men on their books as members of the organization and mark them exempt from paying dues.

Local Secretary-Treasurers on the monthly audit of the Trustees must see that the Trustees sign his books, if the Trustees of the Local Union have found them correct and the bank balance verified with the balance on the books of the Local Union.

Local Secretary-Treasurers must see that the Chairman of the Trustees forwards a copy of

the monthly audit, properly signed by the Trustees, showing the balance on hand with the Local Union to the General Secretary-Treasurer.

A Local Secretary-Treasurer whose term of office expires and his successor is elected to take his place, must see that his successor is properly bonded and a copy of the bond sent to the General Office before he transfers the funds of the organization to his successor in office.

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